

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUATEMALA	2. Agency State/INL	3a. Position Number 312201 100794
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☒ b. New Position New Position
- ☐ c. Other (explain) _____

5. Classification Action

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yyyy)a. Post Classification Authority
WHA/EX/FRC

Legal Advisor, 1905

FSN-8

6.30.16

b. Other

c. Proposed by Initiating Office

6. Post Title Position (If different from official title)
RLA Legal Program Assistant

7. Name of Employee

8. Office / Section

INL

a. First Subdivision

DOS

b. Second Subdivision

INL

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position

Printed Name of Employee_____
Signature of employee_____
Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position

Jamie Mickelson_____
Printed Name of Supervisor_____
Signature of Supervisor_____
Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

Virginia Staab, INL_____
Printed Name of Chief or Agency Head_____
Signature of Section Chief or Agency Head_____
Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Terry L. Owens, RHRO_____
Printed Name of Admin or Human Resources Officer_____
Signature of Admin or Human Resources Officer_____
Date (mm-dd-yyyy)

13. Basic Function of Position The incumbent serves as the Resident Legal Advisor's (RLA) Legal Program Assistant (LPA in INL). The LPA's main responsibilities include but are not limited to assisting the RLA to increase efficiency, effectiveness, and transparency by assisting prosecutors, judges and public defenders to fully implement accusatory trial procedures, with an emphasis on criminal cases specifically money laundering, seized assets, counter narcotics, and extortion related cases. The Legal Assistant will research issues of law and procedure, provide technical assistance in activity implementation, and provide administrative and logistical support to the RLA and any program contractors, to include procurements, travel arrangements, and event coordination. Other responsibilities include establishing and maintaining contacts with host government officials, reviewing and interpreting draft legislation and generating legal reports. Additionally, the

Legal Assistant will provide administrative support to the RLA and to Department of Justice (DOJ) Criminal Division Programs at post.

14. Major Duties and Responsibilities

_____ **100** _____ % of Time

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed. Incumbent will be required to perform other duties in furtherance of program goals as assigned by the RLA and/or INL Managers.

Provide counsel on local laws and comparative law: The LPA will use his/her legal training to provide the RLA advice and briefs regarding criminal code and procedures, and justice sector issues in Guatemala. The job holder will provide insight to the RLA as to the workings of the Guatemalan judicial system. Job holder must be able to provide critical analysis of the judicial sector. **30%**

Administrative Support: Incumbent is responsible for logistical support for training events which take place both in Guatemala City, throughout the country, and international events. Incumbent provides routine administrative support, e.g., reception, scheduling, communications and archiving, for RLA and any institutional contractors implementing the RLA Program with an annual budget of \$1-2 million. **25%**

Activity Coordination: Training events are scheduled in Guatemala City and throughout the country to reach varied participant groups. Arranging for travel, lodging, training locations and facilities, etc., requires excellent organizational and communication skills. Incumbent must be capable of exercising judgment, taking initiative, and working without constant supervision to ensure that planned activities are executed. **20%**

Reports and Correspondence: The LPA will assist the RLA in drafting and submitting periodic reports and updates regarding finances and other matters to OPDAT/DOJ headquarters in Washington, D.C. and INL and Embassy Front Office. This will require keeping track of deadlines. The job holder will also assist the RLA in drafting correspondence. **15%**

Mission/Program Support: Incumbent supports Section and Mission activities such as conferences, high-level visits, etc., as required. Incumbent will be COR (Contract Officer Representative) and /GOR (Grants Officer Representative) Certified. **10%**

15. Qualifications Required For Effective Performance

- a. Education
Bachelor's degree in law (*Licenciatura en Derecho*) is required.
- b. Prior Work Experience
At least two years of progressively responsible experience in law, politics, political analysis, or a related field which involves research or substantive interaction in some capacities with Guatemalan legislative, executive, or judicial branches is required.
- c. Post Entry Training
DOJ, DOS, and INL-specific training in Project Management, Procurement, Contract Administration, on-the-job training, as appropriate
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).
Level IV (fluent) proficiency in both written and spoken English and Spanish.
- e. Job Knowledge
Incumbent must have a detailed and broad knowledge of Guatemalan political leaders and key political, government and law enforcement institutions and hierarchies, as well as knowledge of relevant legislation, current events in politics and political reform. Must have a good understanding of legal and criminal justice infrastructure of Guatemalan governmental institutions.
- f. Skills and Abilities
Ability to maintain an extensive network of contacts throughout both the United States Government and the Guatemalan government, particularly within government agencies in both countries. Must have excellent oral and written communication skills as well as have excellent knowledge of Office software applications Level IV (Good Working Knowledge). Must be able to be qualified as a Contracting Officer's Representative and Grants Officer's Representative. Must possess Guatemalan driver's license.

16. Position element

- a. Supervision Received
Supervised by the Regional Legal Advisor
- b. Supervision Exercised
None
- c. Available Guidelines
US Government Manuals and Regulations; INL Program Management Handbook; Contracting Officer's Handbook, DOJ publications
- d. Exercise of Judgment
Must exercise diplomacy in dealing with the customers which include mid/high-level GOG officials. Must exercise judgment in executing guidance and direction issued by RLA.
- e. Authority to make Commitments



None

f. Nature, Level, and Purpose of Contacts

Maintains contacts with all key offices in the mission. Maintains contacts with GOG entities such as Ministry of Government, Public Ministry, Prosecutors' Office, National Civil Police, etc.
RLA LPA is a principal conduit through which Mission-GOG communications are conducted to implement critical training and informational events.

g. Time expected to Reach Full Performance Level

Six months

DS-298 (Formerly OF-298)
04-2008